The following documentation provides information on how to register as a sole proprietor on Georgia Tax Center (GTC).
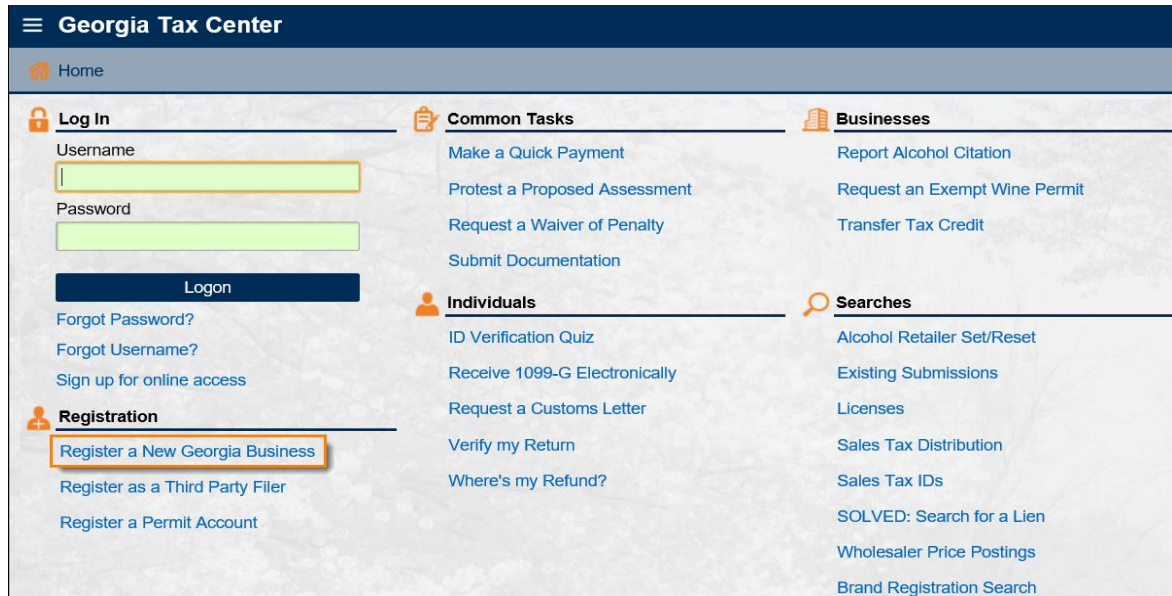
Contents

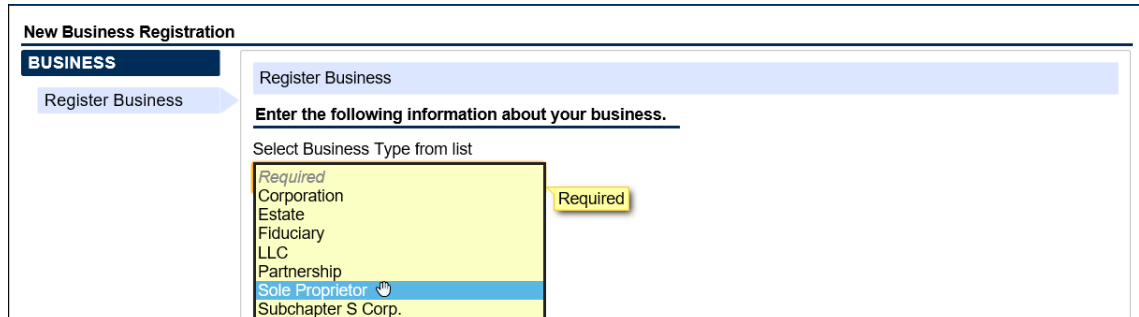**Register as a Sole Proprietor – No Individual Income Tax Return Filed**

NOTE: Follow the below steps to register as a sole proprietor if you have never filed an individual income tax return with the Georgia Department of Revenue. If you have filed an individual income tax return before, go to Register as a Sole Proprietor – Registered Individual Taxpayer.

1. Navigate to the GTC website (https://gtc.dor.ga.gov) and click **Register a New Georgia Business**.

2. Select **Sole Proprietor** from the "Business Type" drop-down list.

3. Review the information shown, which includes when to use this request and what you will need to complete it. Click the **Next** button.

4. Provide the requested information. Yellow fields are required, and green fields are optional. Click the **Next** button.

5. Provide the **Business Location Address**.

6. Click the **Verify your address** button to validate the address.

7. Click the red **Unverified** hyperlink on the Address Search pop-up window. Click the Save button.

- If prompted, select a verified address by clicking the applicable **Select this address** hyperlink. If a verified address isn't listed, you can select the address you entered.

8. Enter and validate a mailing address, if applicable. Click the **Next** button.

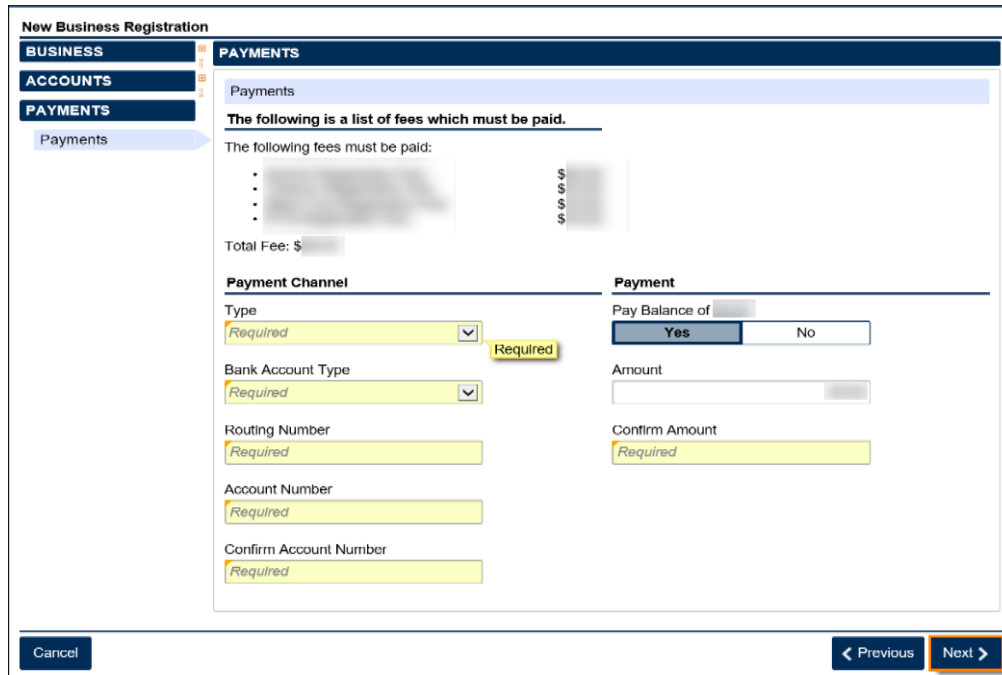9. Select the account(s) to register. Click the **Next** button.

10. The below listed account types will prompt additional questions. Complete each section that appears for the account(s) you selected and click the **Next** button(s).

- Sales & Use Tax

- Withholding Tax

- Withholding Misc Film

- Alcohol License

- Tobacco License

- Motor Fuel Distributor Tax

- International Fuel Tax

- Composite Tax

11. Account types that require registration fees or tax payments due at the time of registration will prompt you for payment information. Provide the required information and click the **Next** button.
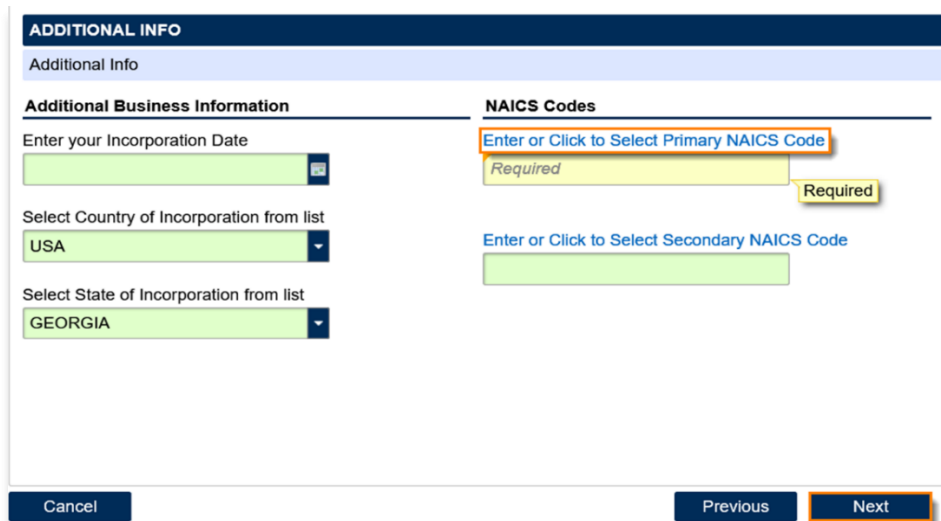
12. Complete the Additional Business Information section. Enter your **NAICS** code. Click the **Next** button.

- If you do not know your NAICS code, click the **Enter or Click to Select Primary NAICS Code** hyperlink to search by keyword.
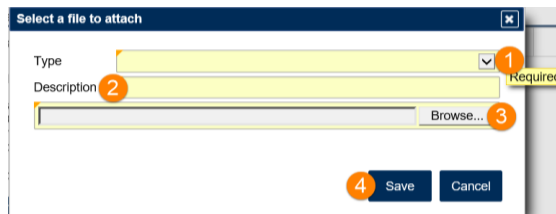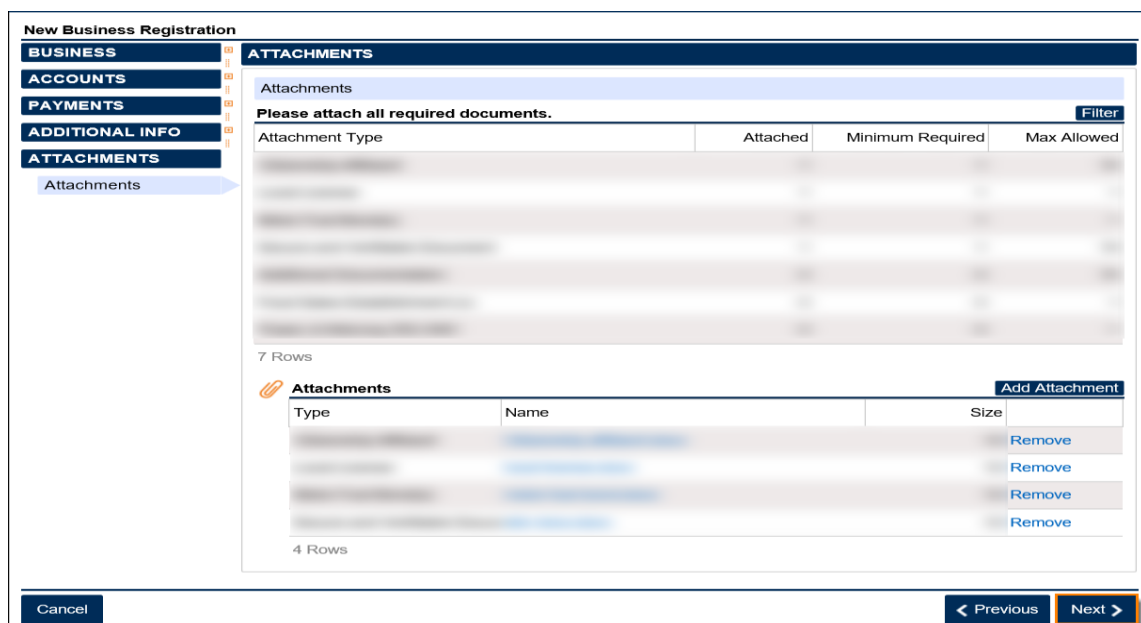
13. Some account types require documents to be submitted at the time of registration. Click the **Add Attachment** button to upload the required documentation.

14. Select the **Type** of attachment. Enter a brief **Description**. Click the **Browse** button to locate the file on your computer. Click the **Save** button.

15. Repeat steps 14 and 15 until all attachments are added. Click the **Next** button.

16. Enter a **Login**, **Password**, **Secret Question & Answer**, and **Contact Information** for the person who will be using the login. Click the **Next** button.

17. Select the preferred **Two-Factor Authentication** method. Click the **Next** button.

18. Review the summary of the request. Click the **Submit** button.

19. Click **Yes** to confirm you want to submit the request.

A confirmation page will appear with the confirmation number for the registration request.

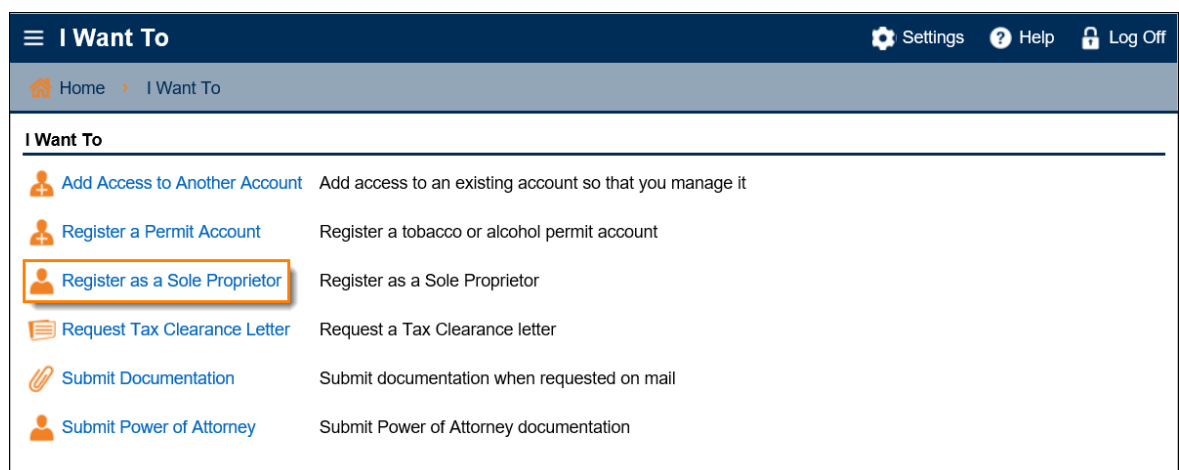**Register as a Sole Proprietor – Registered Individual Taxpayer**

NOTE: You are a registered individual taxpayer with the state of Georgia if you have every filed an Individual Income Tax return with the Department.

To complete these steps, you must have a GTC logon. Instructions for creating a GTC logon can be found on the Department's website: Sign Up for GTC Access.

1. Navigate to the GTC website (https://gtc.dor.ga.gov), and log into your account.

2. On the Home screen, under the **I Want To** section, click the **See more links…** hyperlink.
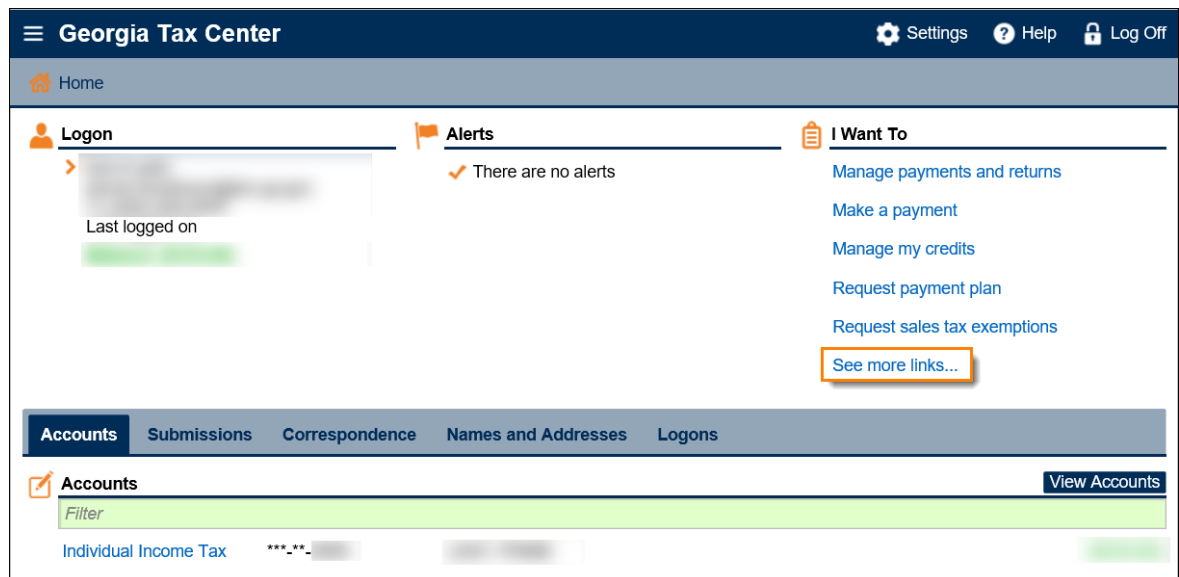
3. Click **Register as a Sole Proprietor**.

4. Confirm you want to register as a sole proprietor by clicking **Yes**. Enter a business description. Click the **Next** button.

5. Review the summary of the request. Click the **Submit** button.

6. Click **Yes** to confirm you want to submit the request.
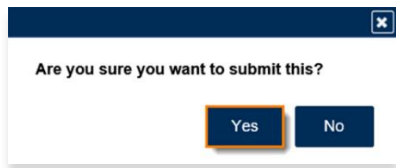
A confirmation page will appear with the confirmation number for the registration submission. Click the **OK** button.

The request will only take a few minutes to process. Logout and log back into GTC to see your updated access.

Once your access has been updated, you can submit requests for your business tax accounts by using the **Register a New Tax Account** link under **I Want To**.